

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

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DPM Instruction No. 11B-31

SUBJECT: Setting Pay upon Movement from Excepted Service Positions Under District Service (DS) Schedules to Management Supervisory Service Positions Under Management Supervisory (MS) Schedules

Date: February 20, 2004

1. Background

- a. District Personnel Manual (DPM) Chapter 11B, Compensation, Subpart 2.4, Setting Pay Upon Transfer or Promotion to a Higher Grade, establishes the method for setting pay upon promotion to a higher grade involving positions under District Service (DS) Schedules.
- b. Because the Management Supervisory Service (MSS) did not exist at the time the aforementioned policy was established, there has been some confusion as to its applicability to movement* from an Excepted Service position under a DS Schedule to a MSS position under a Management Supervisory (MS) Schedule at a higher grade level (i.e., from a DS-12 to a MS-13).
- c. Further, there is no specific guidance for the setting of pay upon movement* from an Excepted Service position under a DS Schedule to a MSS position under a MS Schedule at the same grade level (i.e., from a DS-11 to an MS-11) or at a lower grade level (i.e., from a DS-13 to a MS-12).

****Note: The provisions of this instruction apply to the setting of pay for all movements from the Excepted Service to the MSS, including a “temporary appointment/conversion” to a MSS position, where the employee may return to the Excepted Service position upon expiration of the temporary appointment/conversion.***

2. Definition

For the purposes of this instruction, “highest previous rate” means the highest rate of basic pay previously paid to an individual while employed by the District government in an Excepted Service position under a DS Schedule.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: Management Services, DCOP (202) 671-1300

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Instruction Expires: Retain Until Superseded

3. Provisions

- a. The rate of basic pay of an employee who moves without a break in service from an Excepted Service position under a DS Schedule to a MSS position under a MS Schedule at a higher grade level or at the same grade level shall be equal to at least two (2) within-grade increases in the grade from which converted.
- b. The rate of basic pay of an employee who moves without a break in service from an Excepted Service position under a DS Schedule to a MSS position under a MS Schedule at a lower grade level shall be set using the highest previous rate as follows:
 - (1) If the employee is receiving a rate of basic pay from a DS Schedule that is equal to a rate for the lower grade on a MS Schedule, the rate of basic pay will be fixed at that rate.
 - (2) If the employee is receiving a rate of basic pay from a DS Schedule that is between two (2) rates for the lower grade on a MS Schedule, the rate of basic pay will be fixed at the higher of the two (2) rates.

4. Examples (all Excepted Service salaries in the examples below are from the “Excepted Service Salary Schedule” effective October 5, 2003; all MSS salaries are from the “General MSS Salary Schedule” effective October 5, 2003)

Example 1: An Excepted Service employee, at a DS-14/6 level, is “temporarily promoted/converted” to a MSS position at grade MS-15:

Salary, grade and step under the DS Schedule:	\$76,248 (DS-14/6)
Rate of basic pay equal to a least two (2) within-grade increases in the grade from which converted:	\$80,465 (DS-14/8)
Rate of basic pay under the MS Schedule will be set at:	\$84,441 (MS-15/1)

Example 2: An Excepted Service employee, at a DS-13/8 level, competes and is selected for a MSS position at grade MS-14:

Salary, grade and step under the DS Schedule:	\$68,087 (DS-13/8)
Rate of basic pay equal to a least two (2) within-grade increases in the grade from which converted:	\$71,654 (DS-13/10)
Rate of basic pay under the MS Schedule will be set at:	\$73,582 (MS-14/1)

Example 3: An Excepted Service employee, at a DS-14/7 level, competes and is selected for a MSS position at grade MS-14:

Salary, grade and step under the DS Schedule:	\$78,356 (DS-14/7)
Rate of basic pay equal to a least two (2) within-grade increases in the grade from which converted:	\$82,573 (DS-14/9)
Rate of basic pay under the MS Schedule will be set at:	\$82,817 (MS-14/5)

Example 4: An Excepted Service employee, at a DS-17/4 level, competes and is selected for a MSS position at grade MS-16:

Salary, grade and step under the DS Schedule:	\$102,477 (DS-17/4)
Highest previous rate:	\$102,477 (DS-17/4)
Rate of basic pay under the MS Schedule will be set at:	\$104,950 (MS-16/3)**

****Note:** *Highest previous rate falls between step 2 and step 3 on the MS Schedule.*

Example 5: An Excepted Service employee, at a DS-16/5 level, competes and is selected for a MSS position at grade MS-14:

Salary, grade and step under the DS Schedule:	\$90,438 (DS-16/5)
Highest previous rate:	\$90,438 (DS-16/5)
Rate of basic pay under the MS Schedule will be set at:	\$90,497 (MS-14/8)***

*****Note:** *Highest previous rate falls between step 7 and step 8 on the MS Schedule.*

5. **Effective Date**

This instruction is effective immediately.

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